

# Course Facilitator Reflection Log\_LvII\_Su10

TeacherLine course facilitators are one of the most valuable sources of information about the quality of the course curriculum and effectiveness of facilitator training and support. This reflection log is a detailed feedback form completed by each TeacherLine course facilitator to provide reflective feedback on their experience facilitating a course, and to identify areas of needed professional development. The purpose of the self-review is to help you pinpoint your strengths and weaknesses as a facilitator. If you have comments to accompany any of the opinion statements below, please include them with your summative statements at the end of the document. Your responses will be kept confidential but not anonymous. If you have any questions or concerns about this log, please contact Barb Storandt at [barb@altasolutionsgroup.com](mailto:barb@altasolutionsgroup.com) or 802-497-0556.

## 1. Facilitator name:

## 2. Course code (ex. MATH171.21):

## 3. Course term:

Please use the following scale to rate your performance during the course that you just finished facilitating:

- 5 - Outstanding
- 4 - Excellent
- 3 - Very good
- 2 - Satisfactory
- 1 - Needs improvement

## 4. Course climate and community building

	1	2	3	4	5
I provided, modeled and/or enforced appropriate standards for learner behavior.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I created a safe and comfortable online learning environment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I utilized effective techniques for communicating in a friendly way and remaining accessible to learners.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## 5. Instruction

	1	2	3	4	5
I strengthened learners' understanding of course concepts through various interactions (e.g. discussion boards, assessment feedback).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I utilized techniques for explaining concepts clearly and effectively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please use the following scale to rate your performance during the course that you just finished facilitating:

- 5 - Outstanding
- 4 - Excellent
- 3 - Very good
- 2 - Satisfactory
- 1 - Needs improvement

# Course Facilitator Reflection Log\_LvII\_Su10

## 6. Interaction and discussion facilitation

	1	2	3	4	5
I encouraged a range of viewpoints in discussions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I encouraged students' continued interaction/engagement through the use of questions or comments.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I synthesized learner posts and stimulating ongoing discussion on the discussion boards.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I demonstrated high-quality written communication skills throughout the course.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## 7. Course organization

	1	2	3	4	5
I coordinated and assisted learners in understanding course requirements and procedures for working online.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I personalized the course to accommodate a range of learning styles.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I responded to learner questions within 24 hours.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I remained sensitive to any difficulties that learners have completing assignments or maintaining the course pace.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please use the following scale to rate your performance during the course that you just finished facilitating:

- 5 - Outstanding
- 4 - Excellent
- 3 – Very good
- 2 - Satisfactory
- 1 – Needs improvement

## 8. Implementation of assessments

	1	2	3	4	5
I kept learners informed of their progress during the course.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I provided detailed, thoughtful, and constructive feedback about learners' performance in the course.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## 9. Other

	1	2	3	4	5
I conducted the course in accordance with facilitator checklist and contract deliverables.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Course Facilitator Reflection Log\_LvII\_Su10

**10. Please rate the usefulness of the facilitator guide embedded within this course.**

- ☐ Very helpful
- ☐ Somewhat helpful
- ☐ Not at all helpful
- ☐ I did not use the facilitator guide

**11. Do you have suggestions about how to improve the content or presentation of the core course curriculum (provided by TeacherLine developers)?**

# Course Facilitator Reflection Log\_LvII\_Su10

## Course reviews

Last term, you received a course review that incorporated data from PBS, your learners and your personal reflection. Please answer the following questions based on the personalized course review document that you received.

### 12. When did you open the course review?

- ☐ Within 24 hours of receiving it
- ☐ Within 2-3 days of receiving it
- ☐ Within 1 week of receiving it
- ☐ More than 1 week after receiving it
- ☐ I have not opened my personalized course review

### 13. How many times have you opened the course review document?

- ☐ Never
- ☐ Once
- ☐ Twice
- ☐ Three times
- ☐ Four times
- ☐ More than four times

### 14. How much time have you spent, in total, reviewing this document?

- ☐ 0-30 minutes
- ☐ 31-60 minutes
- ☐ 1-1.5 hours
- ☐ 1.5-2 hours
- ☐ Longer than 2 hours

## Course Facilitator Reflection Log\_LvII\_Su10

**15. How useful was the information contained in the course review?**

- ☐ Very useful
- ☐ Somewhat useful
- ☐ Not useful
- ☐ I have not opened this document

**16. Please describe how you have used the information contained in the course review.**

**17. What strengths do the data in the course review suggest?**

**18. What areas of improvement do the data in the course review suggest?**

**19. What was most striking to you about the data in the course review?**

**20. After reflecting on the information contained in your personalized course review, please set at least two goals that address weaknesses suggested by the data.**

**21. How will you carry out these goals?**

## Course Facilitator Reflection Log\_LvII\_Su10

**22. Please describe how you would like PBS TeacherLine to use the information in the course review.**

**23. What did you like best about the course review process?**

**24. How could the course review process be improved?**

**25. Did you attend the Spring 2010 faculty meeting (held on March 25th and 26th)?**

☐ Yes

☐ No

**26. Please rate the usefulness of the content you received during the faculty meeting**

	Very useful	Somewhat useful	Not useful	I did not attend
Tips for motivating learners to complete post-course surveys	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Web 2.0 demonstrations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**27. May we contact you by phone to briefly follow up on any of the responses that you have provided here?**

☐ Yes

☐ No

## Course Facilitator Reflection Log\_LvII\_Su10

**Thank you for completing this log! Please provide your name and contact information so we can issue your honorarium. When you have completed the log, please click the "Done" icon below.**

Name:	<input type="text"/>
Address:	<input type="text"/>
City/Town:	<input type="text"/>
State:	<input type="text"/>
ZIP/Postal Code:	<input type="text"/>
Email Address:	<input type="text"/>
Phone Number:	<input type="text"/>